



## **Town of Stow COMMUNITY PRESERVATION COMMITTEE**

**Town Building - 380 Great Road  
Stow, Massachusetts 01775-2127**

Deb Seith, Administrative Assistant  
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Dear Community Members,

Thank you for your interest in Stow's Community Preservation Act. We hope this document will provide a helpful overview of the Community Preservation Committee's (CPC) Project Application process.

Applications are accepted throughout the year, but those received less than 120 days prior to an upcoming Town Meeting may be deferred to the next Town Meeting. All applications are carefully reviewed before the CPC votes regarding which projects will be recommended to Town Meeting.

Applicants are encouraged to meet with the CPC prior to submitting a formal project proposal. Please contact the CPC administrative assistant to coordinate a place on the CPC agenda. The CPC's meeting schedule is posted at the Town Building and online at Town Website <http://www.stow-ma.gov/Pages/index> on the CPC page.

Please keep in mind that there are legal limitations on the use of CPA funds. Proposals can be submitted under the four topic areas of: 1) acquisition, creation and preservation of open space; 2) acquisition, preservation, rehabilitation and restoration of historic resources; 3) acquisition, creation and preservation of land for recreational use; and 4) creation, preservation and support of community housing. Additional information can be found at [www.communitypreservation.org](http://www.communitypreservation.org).

Please note, the CPC will NOT be responsible for any expenses incurred in preparing and submitting this Project Submission Request (unless voted on and approved by the CPC prior to execution of the work). All submittals shall become the property of the Town of Stow. All plans, specifications, and other documents resulting from this submission shall become the property of the Town of Stow. Unless specifically exempt under Massachusetts public records law, the Town has the right to disclose information contained in submissions.

Applicants must use the CPC Project Submission Form as the cover sheet for their application.

For applicants that have multiple project requests, please prioritize projects.

Please submit applications and accompanying documentation to the Stow Community Preservation Committee, Town Building, 380 Great Road, Stow, MA 01775 or via email: [communitypreservation@stow-ma.gov](mailto:communitypreservation@stow-ma.gov)

Sincerely,

## Stow Community Preservation Committee

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE  
**APPLICATION PROCESS**

Applicants are encouraged to start this process a minimum of 120 prior to Town Meeting.

**STEP 1:** Applicants are encouraged to meet with the CPC prior to submitting a formal project proposal. Please contact the CPC administrative assistant to coordinate a place on the CPC agenda. The CPC's meeting schedule is posted at the Town Building and online at Town Website <http://www.stow-ma.gov/Pages/index> on the CPC page.

**STEP 2:** Submit a completed application and all supporting documentation to the CPC. Applications may be emailed to the CPC administrative Assistant, dropped off in the CPC mailbox at the Town Building, or mailed to: Stow CPC, Town Building, 380 Great Road, Stow, MA 01775.

**STEP 3:** The CPC will review the Application as submitted to determine if:

- Application is complete.
- Proposed Projects are eligible for CPA funding according to MGL Chapter 44B.
- Proposed Projects meet the General Criteria outlined in this packet.
- Proposed Projects are sufficiently developed in terms of their work plan.

Applicants will be notified if additional information is required. Often the CPC will ask the applicant(s) to meet with them several times as the project details develop. Applications may be modified if deemed necessary by the CPC and applicant(s).

**STEP 4:** Applicants may be asked to sponsor a Public Meeting to educate the residents about the Project and to solicit feedback.

**STEP 5:** If the CPC votes to recommend the Project to Town Meeting, the CPC will work with applicants to draft the appropriate warrant articles and prepare a presentation for Town Meeting.

**STEP 6:** Town Meeting has the final authority to award funds from Stow's Community Preservation Fund. A majority vote is required to approve funding; a two-thirds vote is required for borrowing. Applicants are often expected to attend Town Meeting; respond to questions, aid in the presentation or present information about the proposed project.

**STEP 7:** If a project is approved at Town Meeting, project milestones will be established for all Town Meeting approved projects. Periodic status reports will need to be given to the CPC. Milestones will guide the release of funds.

**STEP 8:** Funds are awarded on a disbursement basis. In order to receive disbursement funds, the applicant must submit an invoice and receipts of expenditures. The CPC must vote to approve each payment. There may be additional legal and regulatory requirements, including but not limited to Massachusetts General Law, Chapter 44B, that need to be met before funds are disbursed.

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

**PROJECT SUBMISSION FORM COVER SHEET**

Submitter: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Group or Committee Affiliation (if any): \_\_\_\_\_

Submitter's address and phone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose (please select all that apply):

- \_\_\_\_\_ Open Space  
\_\_\_\_\_ Affordable Housing  
\_\_\_\_\_ Historic  
\_\_\_\_\_ Recreation

Submitter's email address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2013			
2014			
2015			
2016			
Total			

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments?  
If so, please list the boards, committees or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Community Preservation Committee Use:

Form Received on: \_\_\_\_\_ Project Presented to CPC on: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Determination: \_\_\_\_\_

# **TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE**

## **General Criteria**

The Stow Community Preservation Committee will give preference to proposals that address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation MGL Chapter 44B;
- Are consistent with the town's planning documents that have received wide scrutiny and input and have been adopted by the town;
- Receive endorsement by other municipal boards or departments;
- Preserve the essential character of the town as described in the Master Plan;
- Save resources that would otherwise be threatened and/or serve a currently underserved population;
- Either serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible;
- Demonstrate practicality, feasibility, urgency;
- Demonstrate that the project can be implemented expeditiously and within budget;
- Demonstrate that project alternatives, and alternative funding mechanisms, have been fully explored;
- Produce an advantageous cost/benefit value;
- Leverage additional public and/or private funds; and
- Preserve or utilize currently owned town assets.

## **Category Specific Criteria**

**Open space** proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that: are of local significance for biodiversity; contain a variety of habitats, with a diversity of geologic features and types of vegetation; contain a habitat type that is in danger of vanishing from Sudbury; or preserve habitat for threatened or endangered species of plants or animals;
- Preserve Stow's rural and agricultural character;
- Provide opportunities for passive recreation and environmental education;
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats;
- Provide connections with existing trails or potential trail linkages;
- Preserve scenic views;
- Border a scenic road;
- Protect drinking water quantity and quality;
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones;
- Provide flood control/storage; and
- Preserve a priority parcel identified in the Open Space Plan.

**Historical** proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened; and in the case of proposals on private property, the proposal and/or proponent meet certain economic criteria as may be required by the Community Preservation Committee;
- Protect, preserve, enhance, restore and/or rehabilitate town-owned properties, features or resources of historical significance;
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site;
- Project is within a Stow's Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Stow Historic Properties Survey;
- Project demonstrates a public benefit; and
- Project demonstrates the ability to provide permanent protection for maintaining the historic resource; and in the case of proposals on private property, the proposal and/or proponent have demonstrated additional protective measures and have met additional criteria, as may be imposed by the Community Preservation Committee, to ensure the continued permanent protection of the historic resource.

**Affordable Housing** proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of 10% affordability;
- Conform to the town's Affordable Housing Plan;
- Promote a socioeconomic environment that encourages a diversity of income;
- Provide housing that is harmonious in design and scale with the surrounding community;
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units;
- Ensure long-term affordability;
- Promote use of existing buildings or construction on previously-developed or Town-owned sites;
- Convert market rate to affordable units; and
- Give priority to local residents, Town employees, and Stow employees.

**Recreation** proposals that address as many of the following criteria as possible will receive preference:

- Support multiple recreation uses;
- Serve a significant number of residents;
- Expand the range of recreational opportunities available to Stow residents of all ages;
- Jointly benefit Conservation Commission and Recreation Commission initiatives by promoting passive recreation, such as hiking, biking, and cross-country skiing, on town owned property;
- Maximize the utility of land already owned by Stow; and
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

## **ADDITIONAL SUPPORT INFORMATION**

Please respond to all applicable questions/points. Please number your responses to match the provided lists. Include supporting materials as necessary.

### **APPLICANT INFORMATION**

- A-1 Organizational goals and Objectives of the Applicant.
- A-2 History of the Applicant within the organization.
- A-3 Names of the members of governing board of organization (if applicable).
- A-4 Legal and tax status of applicant and organization.
- A-5 Description of previously completed projects similar to proposed project.
- A-6 Completed Tax Compliance Certification & Certification of Non-Collusion Form.

### **PROJECT DESCRIPTION**

- P-1 Summary and Goals: Provide an Executive Summary of the Project, including but not limited to: 1) a description of the property involved and its proposed use 2) a description of how the projects meet the requirements of the Community Preservation Act 3) a description of the project and its benefits to Stow 4) information indicating how this project can be used to achieve additional community benefits.
- P-2 Community Need: Why is this project needed? Does it address needs identified in existing Town Plans?
- P-3 Community Support: What is the nature and level of support for this project? Include letters, petitions, and other documentations of support. Provide information about how the project will involve public outreach, and seek to disseminate information on project goals, results, project partners, and the sources of funding and other support provided, or otherwise compliment or encourage other local projects.
- P-4 Timeline: What is the schedule for the project implementation, including a timeline for all critical elements including commencement and completion dates?
- P-5 Credentials: How will the experience of the applicant contribute to the success of the project?
- P-6 Success Factors: How will the success of this project be measured? Be as specific as possible.
- P-7 Budget: What is the total budget for this project, and how will the CPA funds be spent? All expenditures must be clearly identified. Provide detail specifying if the funds will be used for actual project implementation or program support such as administration. Include actual project quotes if possible (Note: CPA funds can not be used for maintenance).

- P-8 Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.
- P-9 Multi-Year Funding: If the project is expected to continue over more than one year or if bonding the project is anticipated, detail the cost of the project on chart provided on the Project Submission Cover Sheet. If applicable include source of Matching Funds with documentation supporting whether the match is promised, in-hand, or requested. Include a work plan showing the anticipated milestones or phases for completion of the Project, the timing, and estimated costs associated with each milestone.
- P-10 Maintenance: If on-going maintenance is required for your project, how will it be funded?
- P-11 Control of Site: Documentation that you have control over the site, such as a Purchase and Sales agreement, option or deed. If the applicant does not have site control, please explain how public benefits will be protected in perpetuity.
- P-12 Deed Restrictions: Provide a copy of the actual or proposed restrictions that will apply to this project.
- P-13 Acquisitions: For acquisition projects, attach appraisals and agreements if available. Please set forth the name of the current owner, property address, assessor's identification Map, Block, and Lot Numbers.
- P-14 Feasibility: Provide a list of all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.
- P-16 Permitting: Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations. What permits, if any, are needed for the project? Provide list and expected dates of receipt of those permits. Provide copies of any permits already acquired. When applicable, consultation with Conservation Commission, Highway Dept, Planning Board, Historical Commission, Board of Selectmen, etc is strongly recommended.
- P-17 Further Attachments as applicable: Assessor's maps, photographs, renderings/design plans, Historic reports/inventory sheets, names and addresses of contractors/consultants, etc.



## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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Signature of person signing application

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Print Name

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Title

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Name of Organization / Business

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Project Name (as on your Project Submission Cover Sheet)

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Date

## TAX COMPLIANCE CERTIFICATION

Pursuant to MGL 62C, 49A, I certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all the laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Federal Employer ID Number

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Name of Corporation /Organization

By:

Date:

---

President's Signature

---

Printed Name

By:

Date:

---

Treasurer's Signature

---

Printed Name

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Project Name (as on your Project Submission Cover Sheet)